



Town of Los Altos Hills

The **Town of Los Altos Hills Parks and Recreation Department**
invites Applications for the Position of

Year 'Round Riding Program Director

Final Filing Date – December 10, 2004

- Compensation:** This is a seasonal, non-benefited contract position offering an hourly wage range of \$35.00 - \$45.00 per hour. This position also offers a pasture boarding option for horses that are provided by Director.
- Duties Include:** Develop, coordinate and instruct the weekly activities of the Year 'Round Riding Program and three (3) week-long Westwind Horse Camps including instruction, production of a detailed schedule and list of supplies. The Year 'Round Riding Program is scheduled to begin March 1 and be completed on May 25. Camps will be held at the Westwind Barn in Los Altos Hills during June, July and August of 2005. Director will be required to supervise subordinate program and camp staff while instructing 8-10 children per week.
- Requirements:** The ideal candidate is a person who is organized, energetic and enjoys working with children ages 5-12 years old. Candidate must have prior extensive experience with horses; directing children in an educational environment and interacting with parents. Majority of work is performed in an outside/nature environment. Candidate must have current first aid/CPR certification and obtain a current Department of Justice fingerprinting and background check.
- Selection Process:** The selection process will begin with a screening evaluation of submitted resumes or statement of qualifications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview.
- To Apply:** Submit resume or statement of qualifications to Town of Los Altos Hills Parks and Recreation Department, 26379 Fremont Road, Los Altos Hills, CA. 94022, by 5:00 PM on **December 10, 2004**. Inquiries may contact (650) 941-7222 ext. 241.